

**A&S Graduate Certificate Program  
Benchmark Checklist 2009-10**

| Assignments   | Points Possible | Benchmark      | Completed (X) |
|---|-----------------|----------------|---------------|
| <b>Benchmark #1 – Due 9/21/09</b>   |                 |                |               |
| Program Goals   | 5               | Benchmark 1    |               |
| Hopkins Core Beliefs Reflection (graded for completeness and submission only)*          | 5               | Benchmark 1    |               |
| Interpretation of Standards Paper   | 15              | Benchmark 1    |               |
| Professional Resume*  | 10              | Benchmark 1    |               |
| Initial Action Plan for Standards   | 25              | Benchmark 1    |               |
| Effective Leadership Vignettes  | 4               | Benchmark 1    |               |
| Select a site-based mentor and set up a meeting   | No Grade        | Benchmark 1    |               |
| Select ISTE Activity Options  | No Grade        | October - TBA  |               |
| Complete NECC Poster Session Proposal   | No Grade        | December – TBA |               |
| <b>Benchmark #2 – Due 1/4/10</b>  |                 |                |               |
| Educational Philosophy*   | 10              | Benchmark 2    |               |
| Self Assessment Assignment  | No Grade        | Benchmark 2    |               |
| Supervision and PD Vignettes  | 4               | Benchmark 2    |               |
| Complete ISTE Internship Scope of Work  | 5               | Benchmark 2    |               |
| <b>Benchmark #3 – Due 3/8/10</b>  |                 |                |               |
| Log of Activities ( <i>graded for completion of approximately 100 hours completed</i> ) | 10              | Benchmark 3    |               |
| Curriculum Theory and Implementation Vignettes  | 4               | Benchmark 3    |               |
| <b>Benchmark #4 – Due 5/11/10</b>   |                 |                |               |
| Organization and Administration Vignettes   | 4               | Benchmark 4    |               |
| Supervisory Reflection Paper*   | 20              | Benchmark 4    |               |
|   |                 |                |               |
| NECC Poster Session   | 25              | June 28, 2010  |               |
| School Law Vignettes  | 4               | July 12, 2010  |               |
| Site-based Mentor Online Form Due   | NO GRADE        | mid-July 2010  |               |

| Benchmark #5– Due 8/1/10  |                 |                    |  |
|---|-----------------|--------------------|--|
| Final Assignments   | Points Possible | Benchmark Due Date |  |
| Internship Reflection and Final Activity Log  | 100             | Benchmark 5        |  |
| Digital Portfolio <ul style="list-style-type: none"> <li>• 12 Artifacts (2 per ELCC Standard), aligned with relevant section of activity log (5 points each=60)</li> <li>• 5 Artifacts (1 per NETS-A Standard) aligned with relevant section of activity log (5 points each=25)</li> <li>• Updated Educational Philosophy (5 points)</li> <li>• Updated Resume (5 points)</li> <li>• Writing Conventions (20)</li> <li>• Core Beliefs Reflection (10)</li> <li>• Introduction and Professional Development Goals will also be included on your DP home page.</li> </ul> | 125             | Benchmark 5        |  |
| <b>Total Points</b>   | <b>375</b>      |                    |  |